



## Confidential Management Job Description

Board Approved: February 10, 2016

Update Board Approved: June 27, 2018

Position Title: **HUMAN RESOURCE ANALYST**  
Contract Term: 12 months  
Salary Range: Confidential Management Salary Schedule - Range 35

### GENERAL DEFINITION:

Under general direction of the Superintendent, with some latitude for independent judgment and decision making, supports recruiting, screening, hiring of personnel; maintains personnel records for classified, certificated, management, substitute personnel and board members. Is responsible for all personnel, completes vital state and local reports and does related work as required.

### UNDER SUPERVISION OF:

Superintendent/Designee

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in recruiting, screening, and hiring for all personnel including, but not limited to, classified, certificated, management, substitute personnel and board members.
2. Serve as custodian of records for all personnel-related files and records.
3. Meet with employees upon initial hiring and other times when necessary.
4. Serve as main contact for employees related to personnel-related matters.
5. Create and maintain electronic interactive database of all personnel-related records; generate reports as required and needed from the personnel database.
6. Process the hiring of employees including all paperwork required for payroll, salary placement, credentials, health insurance, district, state and federal requirements and submitting information for board approval meeting district deadlines.
7. Prepare information on position changes, resignations, new employee hires for board approval.
8. Maintain the employment seniority lists.
9. Monitor personnel, credential, certificated units, tenure and directory records. Work with school sites to prepare the annual certificated assignments report to the Governing Board.
10. Initiate and track evaluation processes for all employees.
11. Maintain and update job descriptions.
12. Prepare job advertisements and coordinate the application process.
13. Prepare materials and information for employee-employer negotiations sessions and follow up; drafts side letters, memorandums of understanding and contract language for review by the Superintendent and legal counsel. Update collective bargaining agreements, distribute to personnel, and update to website.
14. Serve as custodian of record for Department of Justice and FBI fingerprint clearance for all new employees.
15. Coordinate, maintain and oversee the District's automated substitute-calling system.

16. Process Workmen's Compensation Claims and oversees the District's employee return-to-work program.
17. Maintain tracking system for employee extended leaves including FMLA, Worker's Compensation, and Catastrophic.
18. Assist with in-service activities for site secretaries.
19. Coordinate on-line employee trainings as required.
20. Process unemployment claims and verifications of employment.
21. Maintain interactive database of employee mandated records, i.e., TB testing, coaches' certification, CPR, First Aid, Sexual Harassment training.
22. Secondary responsibility for Board agenda in absence of the Executive Administrative Assistant.
23. Coordinate with other District staff to synchronize data between various databases.
24. Responsible for various reporting, including, but not limited to, CBEDS ORA, CALPADS highly qualified input, R-2 administrative ratios, special education R-30 staff report, EEOC personnel report, Title I comparability report and assist with civil rights reporting. Act as CDE OPUS Coordinator.
25. Provide support to District BTSA Coordinator and maintain files.
26. Research, interpret, implement and recommend revisions to Board Policy.
27. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
28. Other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

High school diploma or equivalent with post-secondary coursework preferred and three years of relevant clerical experience, preferably in a school environment. Experience working with the public sector desired.

**CERTIFICATES AND LICENSES:**

Valid California driver's license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public. Ability to independently compose letters, memoranda, reports, and various other written and verbal communications.

**REASONING ABILITY:**

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

**OTHER SKILLS AND ABILITIES:**

Methods and practices of financial record keeping. Knowledge of district local, state and federal personnel laws and policies. Basic school business financial and general school district operations. Office methods and procedures. High-level computer operations including competent use of e-mail and Internet, database, word processing, and spreadsheet software. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***